

Appalachian State University Staff Senate
Meeting Minutes
Tuesday, November 13, 2018
IG Greer Room 224



- I. Call to Order
 - a. Attendance and recognition of guests – Welcome to Carrie McNeil, our new Admin; Caroline Lowe, Vivek Shastry and Elizabeth Schiavone were guests.
- II. Approval of October Meeting Minutes - approved
- III. Guest Speakers
 - a. Matt Dull: West Campus Project report – search on App’s homepage for Building Appalachian’s Future;
 - b. Audra Vaz (Tanner Greaves in her place): 29% of staff donated in FY18 for almost \$3,300.
- IV. Chair’s Update
 - a. Staff Assembly - Jim Dees, Katie Howard, and Carole Greene attended;
 - b. Parent Leave Working Group (Katie will serve as our representative on this group); Virginia State Employees recently granted 8 weeks or parental leave;
 - c. Chancellor’s Cup Golf Tournament in May (Kelli Wilson will serve on this state committee);
 - d. Hurricane Florence App State Senate Volunteer Day last Friday – Hearts with Hands in Asheville – 6 of our Senators volunteered;
 - e. Board of Trustees Dec. 6-7, Senators encouraged to go to afternoon committee meetings on 12/6, then main BOT meeting at 9:00 a.m. on 12/7, in Parkway Ballroom, PSU 4th Floor;
 - f. Say What Week – Free Speech on college campuses;
 - g. SS Feedback Form has had questions on Health Promotions and we have no new news;
 - h. SS Exec Board met with Chancellor Everts and some of her team last month – salary increases caused compression; Administration is very aware of this and they have a tiered plan;
 - i. SGA Meeting (State of the University Address), Nov. 29th and Carole Greene will be speaking. It will be right after Staff Connect at 6:30 p.m.;
 - j. Ad Hoc Committees to form: (Spring Semester mainly) Staff Senate Scholarship Committee + Elections Committee (Mallory Sadler will Chair) – to fill vacant Senator seats and to gain some additional Alternate Senators;
 - k. AppKIDS says Thank You – we funded 24 students just from department donations!
- V. Faculty Senate Update (Becky Gosky)
 - a. Audra Vaz and Tanner Greaves presented on Annual Giving
 - b. Debbie Race reported on FERPA
 - c. Bob Hill presented on Ombuds Office
 - d. Faculty zero increases were discussed. A resolution requesting Administration re-evaluate the potential for raises this fiscal year was voted on favorably.
- VI. Treasurer’s Report

Appalachian State Staff Senate
Monthly Treasurer's Report
For Month Ending October 31, 2018

Fund Name	Account Number	Beginning Balance	Income	Expenses	Ending Balance
State Funds					
Operating Fund	109130	2,243.45	0.00	100.00	2,143.45
Special Funds					
AppKIDS (Foundation Supported)	227202	8,309.00	0.00	0.00	8,309.00
AppKIDS (non foundation)	990152	8,631.99	0.00	0.00	8,631.99
Associated Scholarship Fund	990155	80.43	0.00	-220.00	300.43
Receipt Supported Fund	990158	791.63	0.00	277.50	514.13
Foundation Funds					
Foundation AppKIDS fund (Supports 227202)	992568	13,151.96	2,065.06	0.00	15,217.02
Appalachian Staff Current Scholarship	993465	1,855.64	0.00	210.00	1,645.64
ASU Staff Endowed Scholarship Fund - Principal	994931	20,037.63	0.00	0.00	20,037.63
ASU Staff Endowed Scholarship Fund - Earnings	995931	5,857.00	388.71	0.00	6,245.71
Endowed Scholarship Fund - Total Assets	994931 & 995931	26,137.53	388.71	0.00	26,283.34

VII. HR Update

- a. Mark Bachmeier presented on Staff Senate travel changes – campuses now reimburse. Staff Assembly travel goes through HR;
- b. Chancellor has appropriated funds towards the Staff Shout Out Program and goes through HR as well;
- c. Forecast for this Wednesday night includes potential freezing rain – Adverse Weather Policy has no changes for this year – check the Adverse Weather website through HR for updates;
- d. Winter Break Closure – this year we have 2 days where we must take our own leave/unpaid time/remote w/approval/CSL;
- e. Employee Engagement Survey – 1. There will be a narrated presentation posted on HR website, 2. Data will be presented on a dedicated website, 3. There will be campus focus groups held end of this year and into January 2019. There will be 12 months before the next iteration of the survey; SS's Quality of Life Committee will be boots on the ground to get the word out as a service to Administration;
- f. No Fall Breakfast for Staff Appreciation, but other service and appreciation events are being planned;
- g. Salary compression - \$31,200 min state salary is great but created compression salary issues. There is a tiered plan in place to help with this;
- h. IT positions converting to EHRA begins in January and completed by end of fiscal year – no current employees are compelled to change from SHRA to EHRA but vacancies will convert to EHRA over time.

VIII. Committee Updates

- a. Events
 - i. AppKIDS (Kara Harmon) – Nov. 30 is 2.5 weeks away! Kara said thank you to everyone who donated snacks and hygiene items, Physical Plant had a marvelously decorated deer stand full of goodies; currently there are 84 total shoppers (46 drivers and 26 people are doing both shopping and driving with the kids).
 - ii. Coat Drive (Kalin Bradley & Heidi Tait) – Jan. 26 – Feb. 8 collecting donations of coats (new and gently used), scarves, etc. which will go to the Free Store in the Office of Sustainability; Kalin will be reaching out to departments to host boxes; blankets are also being donated for Human Society.
 - iii. AppKIDS 5K (Kalin Bradley) – Saturday, April 6th with a probable 9:00 a.m. start, volunteers are needed, registration is \$25, registration opens end of Jan. to 2 weeks before the race.
- b. Quality of Life (Jim Dees) – will be meeting about the Employee Engagement Survey and also the Interpersonal Violence Survey.
- c. Staff Recognition (Chris Trew) – Staff Shout Out Program is continuing to grow and has received funding from the Chancellor's Office.
- d. Policy and Constitution (Geraldyn Mitchell)- No Update
- e. Fundraising (Kelli Wilson) – \$380+ raised at the recent AMB Share Night; Silent Auction this Saturday, at the Rock, West Gate 12:00 p.m. – 2:30 p.m. Still accepting donations and need help transferring items from COE to the West Gate on Saturday morning.
 - i. Dining Cards have arrived, we are selling these for \$40, goal is to sell 200 cards, all funds we raise go to Staff Scholarships for staff and their dependents.

- f. Marketing (Clint Coffey) – Sign up for Staff Announce at announce.appstate.edu, scroll to the bottom, find Staff Announce, and click Join This Group, please get the word out and promote it in your departments; Elections are in March and we need help with the Elections Committee; asked for social media items for them to promote; Janice Smith has New Employee Orientation Staff Senate presentation sign-ups, please volunteer.

IX. Old Business- None

X. New Business- None

XI. Adjournment

XII. Open Comments

XIII. Mark Your Calendar dates

- a. November 29, 4-6:00 p.m., Staff Connect, PSU Whitewater Room; Carole Greene talks right after at 6:30 p.m.
- b. Next Meeting: December 11th. Matthew Dockham (Legislative Liaison) & White Elephant Gift Exchange (bring gift of \$10 or less value to share). Please invite other staff members to come and bring a gift to participate.